



# Select Board

21 State Line Road, West Stockbridge, Mass. 01266-0525

Tel. (413) 232-0300 x319

Fax. (413) 232-7195

E-mail: [admin@weststockbridge-ma.gov](mailto:admin@weststockbridge-ma.gov)

## Select Board Meeting Minutes October 4, 2021

### Open Meeting

**Quorum present:** Eric Shimelonis, Select Board Chair, Roger Kavanagh and Kathleen Keresey, Select Board Members, and Marie Ryan, Town Administrator.

**Others in Attendance:** Marc Portieri, Police Chief, Curt Wilton, Director of Public Works, Planning Board Chair Dana Bixby and Zoning Board of Appeals Chair Randy Thunfors.

Eric called the meeting to order at 6:01 PM and listed Select Board members present.

### Approval of Minutes:

Kathleen made a motion to approve the minutes from September 20, 2021, seconded by Roger.

Roll call vote:

Roger – Yes Kathleen – Yes Eric – Yes

Minutes are approved.

### Town Administrator Update:

-Town Administrator Time Off – When Marie is out of the office, the following will be used for updated contact information:

Emails – An auto response will direct everyone with an agenda to be posted to contact the Town Clerk Ronni Barrett for the legal posting of the agenda and to contact Bill Biggs for posting the agenda on the website.

Note on Office Door – There will be a note on the office door to direct anyone with an urgent matter to contact Eric Shimelonis by calling his cell phone number.

Phone message- There will be a message on the phone to direct anyone with an urgent matter to contact Eric Shimelonis by calling his cell phone number.

-Shared Fire Chief agreement with Richmond – Marie has sent the Board a draft of the Shared Fire Chief agreement with Richmond, for final review. Once all Board members have approved, the agreement will be signed by both Boards.

-Town General Bylaws – Marie, Roger Kavanagh, Joe Roy, Jr., and Building Inspector Brian Duval will review all General Bylaws and make recommendations to update outdated bylaws. They will meet again in early November to continue their review and begin a list of suggested updates to be voted on at Town Meeting.

-Hazard Mitigation Plan – Last week Earl Moffatt, Curt Wilton and Marie meet with Foresight Land Services to go through and review the draft of the Hazard Mitigation Plan. The next step is to post the draft on the website for public comment until Oct 13<sup>th</sup> when the committee will meet to review any comments or changes. Then the draft plan will be sent back to Foresight who will incorporate any changes needed and forward to MEMA (Massachusetts Emergency Management). MEMA will have time to comment and send any further changes back to the committee for review. If there are no changes from MEMA, the plan is complete and will be finalized. If MEMA has any changes, the committee must have a public comment period again, post on the website, hold a meeting of the committee, and send back to MEMA for a final review and approval. The final version of the plan is required to be completed by December 31<sup>st</sup>.

### **Highway Department Re-organization – Public Works Director Curt Wilton**

Curt would like to restructure the Highway Department. Due to Curt's promotion to Public Works Director, he would like to promote Jamie Boyer to Highway Superintendent. This position will open up more opportunities for Jamie in personal development and create much needed skills as he advances in his career goals. As the Highway Superintendent, Jamie will be gain experience in the administrative duties, budgeting, procurement, equipment maintenance and inventory needs as well as all other supervisory responsibilities. Curt will be retiring in 3-5 years and would like to have the department set up with a chain of command. He would like to make sure that the Public Works is running efficiently and fiscally responsible. Curt asked the Board for their feedback.

Eric thanked Curt for his foresight in planning for his eventual retirement, and believes this is an important process for the future of the department. Roger and Kathleen are in full support of the succession planning. Curt will submit a job description to the Board in the near future for this position. Roger inquired if this will require an increase in pay, Curt responded that this will only produce a slight increase for now which his current budget can absorb. He will incorporate this new position into the coming FY23 budget.

Curt made the Board aware of his filing of a Disclosure by Non-Elected Municipal Employee of Financial Interest and Determination by Appointing Authority form and has asked the Board to sign it. He did this on the advice on the State Ethics Board, as Curt's son is a current part-time police officer in West Stockbridge and may be assigned to work police details for construction projects overseen by Curt. The Board thanked Curt for his transparency, and signed the form.

### **Officer Mike Renton – Full Time Agreement – Chief Marc Portieri**

Marc explained to the Board that the Police Bridge Academy is not going to cost the Town any money with the exception of a \$150.00 fee for the physical agility testing and the use of a cruiser. The State will begin the academy classes in July 1<sup>st</sup> each year and take the applicants alphabetically. Last names beginning with A-H will start July 1, 2021, I-P will begin July 2023 and Q-Z will begin July 2024. Officer Mike Renton has been working full-time for

West Stockbridge since last year on a state waiver, and has committed to attend the academy - but will not be able to attend until July 2024. In order to secure Officer Renton in the long-term, Chief Portieri recommended hiring Mike as a full-time police officer with the standard full-time employee benefits package. The rate of pay will be \$1/hour less than the usual full-time rate until Mike goes through the academy.

Eric made a motion to approve the agreement for Michael Renton as a full-time officer, Roger seconded.

Roll call vote:

Roger – Yes Kathleen – Yes Eric – Yes

Marc thanked the Board.

### **Indigenous People's Day Proclamation – Eric Shimelonis**

Eric acknowledged the significant history in our town with respect to indigenous peoples. He feels it is fitting for West Stockbridge to adopt a proclamation acknowledging Indigenous People's Day; this in addition to Columbus Day, and not instead of.

Roger said the proclamation was well written; however, he was not comfortable with the Board adopting this. He felt that it was not appropriate for the Board to speak for the townspeople on matters that do not pertain to the governance of the town. He suggested that this proclamation should be presented to the townspeople at an annual Town Meeting for approval. Kathleen agreed.

Eric will propose this proclamation for consideration in the next Annual Town Meeting.

### **Entertainment License Application – Marie Ryan**

Marie asked the Board if they would like to adopt the Entertainment License Application that Building Inspector Brian DuVal created in Dalton. There is not much of a difference from what the Town already uses except that Dalton uses one form for an Annual and for a One Day License and West Stockbridge has two separate applications. The Board did not have a preference. Marie will combine the applications into one form that the Town can use for both Annual and One Day Entertainment License and correct the cost for the Annual License to \$100.

### **Special Permitting Process Review – Eric Shimelonis**

Eric said he wanted to have a preliminary discussion about improving the town's special permit process with the Planning Board and the Zoning Board of Appeals. Randy Thunfors, Zoning Board of Appeals Chair began by stating there are currently inconsistencies. He thanked the Select Board for the process they successfully completed with the recent Foundry Special Permit. With that said, the Zoning Board and the Planning Board have discussed the possibility of making the Planning Board the Special Permit Granting Authority (SPGA) for all permit types. Dana Bixby, Planning Board Chair stated that the Planning Board was very much in favor of this change, as this would improve the process.

Eric said it is beneficial to update the outdated bylaws, and to streamline and clarify the various special permit processes. The Planning Board has a number of changes and updates they are working on to bring to a Town Meeting for a vote. Dana said they can certainly include changing the SPGA on the items where the Select Board feels they should not be the SPGA. Dana requested the Board look through all of the items and create a list where they are the

SPGA and determine which ones they want to change to the Planning Board. Once the Board has completed this list, they can give that to the Planning Board to be included in their update of the bylaws. The Planning Board will send recommendation for all changes to the Select Board for review and approval prior to a vote at a Town Meeting.

Eric will have the Board review the bylaws at a meeting and provide the Planning Board a list of which items the Select Board would like to remain as the SPGA and which ones to change to the Planning Board.

**Select Board Speak:**

Roger does not like the new platform of the zoom webinar. He feels it is a little impersonal because he cannot see everyone's faces.

Kathleen made a motion to adjourn at 7:36 PM, Roger seconded.

Roll call vote:

Roger-Yes Kathleen – Yes Eric- Yes

Meeting adjourned.

Respectfully submitted,

*Marie U. Ryan*

Town Administrator

Documents:

-Minutes: September 20, 2021

-Letter from Curt Wilton, Director of Public Works- re: Re-organization of DPW

-Agreement for Officer Mike Renton for Full-Time position

-Indigenous People's Day Proclamation Draft

-Copy of Entertainment License application from Town of Dalton

-Copy of West Stockbridge Annual and One Day Entertainment License application